

Course Syllabus

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ECO5942

SYLLABUS

APPLIED ECONOMICS INTERNSHIP



COURSE INFORMATION

- **Credit Hours:** 3 hours
- **Prerequisites:** Enrollment in the Master's in Applied Economics Program



COURSE DESCRIPTION

The Master's in Applied Economics internship course is intended to facilitate the transition from the academic world to the workplace by giving the student first hand experience in the public or private sector and improving writing and documentation skills by completing written assignments and reflecting on experiences which are shared among other students in the course. The topics covered in the course allow students to familiarize themselves with issues they will encounter in the workplace. The internship often guides the student into a specific area of economics, based on the experience. In addition, contacts made during the internship can assist in finding a job after graduation.



COURSE INSTRUCTOR



- Dr. Katie Sherron
- Director, Master's in Applied Economics
- ksherron@fsu.edu (<mailto:ksherron@fsu.edu>)
- (850) 644-7098
- Economics Department / Office Location BEL284
- Office Hours Thursdays 9:00 - 10:00 or by appointment

↩ **Emails will be responded to within 1 business day.**



LEARNING OBJECTIVES

At the completion of this course, students will be able to:

1. Adopt the work habits of professional economists and analysts
2. Observe and execute proper conduct in the work place
3. Identify and utilize proper communication among professionals
4. Synthesize and organize experiences
5. Improve technical writing and communication of work place tasks and experiences



STUDENT RESPONSIBILITIES

- Students should log on to Canvas at least every other day to check for course updates.
- Students are expected to keep up with the class, engage with the course material, and submit assignments by the due dates.
- Assignments, quizzes, and exams are expected to be products of individual students per the **FSU Academic Honor Policy** (<http://registrar.fsu.edu/bulletin/undergraduate/information/integrity/>). Students should not discuss any of the questions with each other before or during the actual assignments, activities, quizzes, or exams without instructor approval.
- To receive maximum points for questions, students need to follow the instructions carefully, follow word limits as instructed, and use spell and grammar checking.
- To be successful in this course, students need to complete all required assignments and tests.



GRADING POLICY

Your course grade is based on your internship plan, discussion board posts and responses, a letter of evaluation from your internship supervisor, and an internship report. You must complete at least **200 hours** at your internship in order to earn an S in the class.

Activity	Percent
Internship Plan	10
Discussion Board Posts and Responses	30
Supervisor Letter of Evaluation	30

Internship Report

30



GRADE SCHEME

You must complete at least **200 hours** at your internship in order to earn an S in the class. The following grading standards will be used in this class:

Grade	Range
S	80% to 100%
U	0% to < 80%



INTERNSHIP PLAN

The Internship Plan is due by the last day of drop-add and needs to be signed by the student, the supervisor and the faculty sponsor (instructor for the course). This form represents a contract among the three of us. Significant deviations from the plan (e.g. changing supervisors or work products) require written permission from the faculty sponsor. If you are not able to submit the Internship Plan by the end of the drop/add period for the semester, please enroll in an elective.

[FSU M.S. Applied Economics Internship Plan.pdf \(https://canvas.fsu.edu/courses/231497/files/20184302?wrap=1\)](https://canvas.fsu.edu/courses/231497/files/20184302?wrap=1)



DISCUSSION BOARD POSTS

Periodically, you will post your summary of activities on the discussion board or respond to the question(s) posted by the instructor. The purpose of these posts is

- to help you synthesize and organize your experiences,
- as an aid to writing the required paper at the end of the semester,
- to keep records for yourself, and
- to share interesting and potentially useful experiences with one another.

Your post should be 200 words in length and may include the tasks you were assigned to do, how you did them, what knowledge and information you needed to do them, and any experiences you had that might be of interest to others.

For each discussion board assignment, respectfully respond and engage with peers' posts. Your response(s) to peers should be 100 words in total. Feel free to share a similar experience or express how your internship differs. Successful responses will encourage classmates to think more deeply, ask a useful question, push the conversation in a new direction, or otherwise improve the discussion and understanding of yours and others' internship experiences.

There are 14 Discussion Board Assignments (approximately one each week). The initial post and peer response are due on the same date.

Late work, including work submitted via email, is not accepted. Given that students may experience unexpected events, including technical difficulties, I encourage you to post to the discussion board well ahead of the official due dates.



SUPERVISOR LETTER OF EVALUATION

At the end of the semester, please meet with your supervisor and submit to Canvas the Supervisor Letter of Evaluation of your job performance. Points will be earned in accordance with your average rating and assessment of overall performance. For example, an average rating of 8/10 would earn 24/30 points.

Given that your supervisor has other commitments and responsibilities, encourage him or her to submit your letter well ahead of the official due date.

Late work, including work submitted via email, is not accepted.

[FSU MS Applied Economics Internship Supervisor Evaluation.pdf \(https://canvas.fsu.edu/courses/231497/files/20302422?wrap=1\)](https://canvas.fsu.edu/courses/231497/files/20302422?wrap=1)



END OF SEMESTER REPORT

At the end of the semester, you will submit an Internship Report of your activities during the semester.

Late work, including work submitted via email, is not accepted. Given that students may experience unexpected events, including technical difficulties, I encourage you to submit the report ahead of the official due date.

[Internship Report \(https://canvas.fsu.edu/courses/231497/pages/internship-report\)](https://canvas.fsu.edu/courses/231497/pages/internship-report)



TECHNOLOGY REQUIREMENTS

Course content is accessible through Canvas. Students will need to be able to view videos, write and upload assignments, post to discussion boards, and take assessments. Students should have access to high-speed internet and updated software. Mobile devices may be used to view course

content, upload assignments, and take assessments as determined by the instructor. To view the most current technology requirements, visit the [FSU Canvas support site \(https://support.canvas.fsu.edu/kb/article/899-technology-recommendations-for-learning-online-at-fsu/\)](https://support.canvas.fsu.edu/kb/article/899-technology-recommendations-for-learning-online-at-fsu/).



CANVAS SUPPORT

Need help with Canvas? Contact FSU Canvas Support:

✉ **Email:** canvas@fsu.edu (<mailto:canvas@fsu.edu>)

📞 **Phone:** (850) 644-8004

🌐 **Website:** support.canvas.fsu.edu (<http://support.canvas.fsu.edu>)

🕒 **Hours:** 8am to 5pm, Monday - Friday



FSU LIBRARIES RESOURCES & SERVICES

Whether on campus or learning online, you can [access library resources easily \(https://lib.fsu.edu/service/campus-access\)](https://lib.fsu.edu/service/campus-access). You'll find databases, tutorials, workshops, and other helpful resources in the [FSU Libraries for Students \(https://canvas.fsu.edu/courses/102\)](https://canvas.fsu.edu/courses/102) Canvas org site (all students are enrolled automatically). For recommended research resources and ways to connect with [your librarians \(https://lib.fsu.edu/service/library-liaisons\)](https://lib.fsu.edu/service/library-liaisons), look for "Library Tools" in your Canvas course navigation.



COURSE POLICIES

COMMUNICATIONS/IN-PERSON AND ONLINE ETIQUETTE

Behavioral Guidelines for Discussions:

- Please use respectful language when posting your responses to prompts in the Discussion Boards.
- Be mindful of how you express your emotions and humor, and be sensitive to cultural and ability differences of your peers.
- Keep postings to the point, and make sure your comments are relevant to the topic of discussion. Be sure to follow the instructions outlined for each specific discussion.
- Avoid messages such as, "Wow," "Way to go," or "Ditto" and aim for comments that validate other members' ideas through careful explanation of why you agree.

- When replying, give a short description in the subject line of what you are replying to, and use correct punctuation and spelling throughout your post.

For Email Communication:

- For email, please respond to your instructor's and peers' messages promptly.
- Use a brief description in the subject line that outlines the topic of discussion.
- Avoid using slang or profane words.
- Use the title your instructor prefers for communication.
- Avoid using emoticons, such as smiley faces, and maintain a professional demeanor.
- Sign your email messages using your full name.
- AVOID USING ALL CAPS. This makes the message visually difficult to read and is perceived by the reader as "shouting."
- Use correct spelling, grammar, and punctuation, just as you would for any communication.
- Ask yourself whether you would be comfortable if someone other than the intended receiver were to read the message. Remember, email is not a completely secure form of communication.
- Report anything inappropriate considered to be of a serious nature to your instructor, as it may be a violation of University policy.
- Treat others with respect by making messages clear and succinct.



UNIVERSITY POLICIES

UNIVERSITY ATTENDANCE POLICY

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

ACADEMIC HONOR POLICY

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and... [to] strive for personal and institutional integrity at Florida State University." (For more details see the [FSU Academic Honor Policy and procedures for addressing alleged violations \(http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy\)](http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy).)

ACADEMIC SUCCESS

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Dean of Students office to learn more.

PROCESS FOR RESOLVING ACADEMIC PROBLEMS OR GRIEVANCES

Please use the *Resolving Academic Problems: A Step-by-Step Guide for Students* in the *Academic Honor Policy and Grievances* section of the **Office of Faculty Development and Advancement's website** (<https://fda.fsu.edu/academic-resources>) to begin the process of communicating with your instructor to resolve any confusion or difficulty you may be having in the course. Detailed information on FSU's grievance procedure, including special instructions for students enrolled in an FSU branch campus, is maintained on the General Bulletin's **Academic Integrity & Grievances** (<https://registrar.fsu.edu/bulletin/undergraduate/information/integrity/index.cfm>) webpage. Out-of-state distance learning students should review the Office of Distance Learning **Complaint Resolution** (<https://distance.fsu.edu/about-us/complaint-resolution>) page for additional procedures.

AMERICANS WITH DISABILITIES ACT

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course.

To receive academic accommodations, a student:

- (1) must register with and provide documentation to the Office of Accessibility Services (OAS);
- (2) must provide a letter from OAS to the instructor indicating the need for accommodation and what type; and,
- (3) should communicate with the instructor, as needed, to discuss recommended accommodations. A request for a meeting may be initiated by the student or the instructor.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the

Office of Accessibility Services (Tallahassee Campus) (<https://dsst.fsu.edu/oas>)

874 Traditions Way

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

[oas@fsu.edu \(mailto:oas@fsu.edu\)](mailto:oas@fsu.edu)

<https://dsst.fsu.edu/oas>

Student Accessibility Services (Panama City Campus) (<https://pc.fsu.edu/students/student-affairs/sas>)

Office of Student Affairs

4750 Collegiate Drive

2nd Floor Barron Building (Room 215)

Florida State University Panama City

Panama City, FL 32405

(850) 770-2172 (office)

(866) 693-7872 (toll free)

Email: [sds@pc.fsu.edu \(mailto:sds@pc.fsu.edu\)](mailto:sds@pc.fsu.edu)

<https://pc.fsu.edu/students/student-affairs/sas>

FREE TUTORING FROM FSU

On-campus tutoring and writing assistance are available for many courses at Florida State University. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Tallahassee Campus

For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see the [Academic Center for Excellence \(ACE\) Tutoring Services' website \(http://ace.fsu.edu/tutoring\)](http://ace.fsu.edu/tutoring) (<http://ace.fsu.edu/tutoring>) or contact [tutor@fsu.edu \(mailto:tutor@fsu.edu\)](mailto:tutor@fsu.edu).

Panama City Campus

The PC campus provides both in-person and remote tutoring. In-person tutoring is available at the Robbins Center for Academic Excellence and Innovation in the Holley Building (which also houses the Digital Design Studio). Remote tutoring will be available through Zoom. To inquire about tutoring options for the PC campus, please visit the [Peer Tutoring website \(https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring\)](https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring) (https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring) or contact an academic advisor in the Advising Center in the Holley Building to discover your options.

CONFIDENTIAL CAMPUS RESOURCES

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

[Victim Advocate Program \(https://dsst.fsu.edu/vap\)](https://dsst.fsu.edu/vap)

University Center A,
Room 4100, (850) 644-7161,
Available 24/7/365,
Office Hours: Monday-Friday 8am-5pm
<https://dsst.fsu.edu/vap>

[Counseling & Psychological Services \(Tallahassee Campus\) \(https://counseling.fsu.edu/\)](https://counseling.fsu.edu/)

Askew Student Life Center, 2nd Floor
942 Learning Way
(850) 644-8255 / (850) 644-TALK
<https://counseling.fsu.edu/>

[FSU PC Counseling Center \(Panama City Campus\) \(https://pc.fsu.edu/students/student-affairs/counseling-Center\)](https://pc.fsu.edu/students/student-affairs/counseling-Center)

Rebecca Whitfield, LSCW
Assistant Director for Treatment Coordination
Counseling & Psychological Services
Florida State University
Phone: (850) 644-TALK (8255)
rjwhitfield@fsu.edu
<https://pc.fsu.edu/students/student-affairs/counseling-Center>

[University Health Services \(https://uhs.fsu.edu/\)](https://uhs.fsu.edu/)

Health and Wellness Center,
(850) 644-6230
<https://uhs.fsu.edu/>

FSU FOOD PANTRIES

FSU has established Food Pantries where students in need can pick up non-perishable food items freely and anonymously. The Food Pantry is available during the pandemic, and it is free and open to all students to take what they need. Donations for collection of non-perishable food items are encouraged.

For more information about the Tallahassee Food Pantry, visit the **[Tallahassee Food for Thought Pantry website \(https://dos.fsu.edu/resources/food-for-thought-pantry\)](https://dos.fsu.edu/resources/food-for-thought-pantry)**. The pantry is located at University Center A, Suite 4148. If you have questions or concerns, contact the Department of Student Support and Transitions at dsst@fsu.edu or (850) 644-2428.

For more information about the Panama City Food Pantry, visit the **[PC Food Pantry website \(https://pc.fsu.edu/students/student-services/food-pantry\)](https://pc.fsu.edu/students/student-services/food-pantry)**. The pantry is located at Holley West Hall. If you have questions or concerns, contact Kathleen Duval LCSW at krduval@fsu.edu or (850) 770-2174.

SYLLABUS CHANGE POLICY

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."
















COURSE SUMMARY

All course assignments with due dates are listed below. To be successful in this course, be sure to complete all required assignments by the due date.

Course Summary:


Date	Details	Due
Tue Jan 10, 2023	First Day Attendance (https://canvas.fsu.edu/courses/231497/assignments/1762305)	due by 11am
Wed Jan 11, 2023	Internship Plan (https://canvas.fsu.edu/courses/231497/assignments/1762306)	due by 11:59pm
Thu Jan 19, 2023	Weeks 1 and 2 Discussion (https://canvas.fsu.edu/courses/231497/assignments/1762297)	due by 11:59pm
Fri Jan 20, 2023	Final Report Release (https://canvas.fsu.edu/courses/231497/assignments/1776335)	due by 11:59pm
	Internship Compensation Survey (https://canvas.fsu.edu/courses/231497/assignments/1776332)	due by 11:59pm
Thu Jan 26, 2023	Week 3 Discussion (https://canvas.fsu.edu/courses/231497/assignments/1762298)	due by 11:59pm
Thu Feb 2, 2023	Week 4 Discussion	due by 11:59pm

Date	Details	Due
	(https://canvas.fsu.edu/courses/231497/assignments/1762303)	
Thu Feb 9, 2023	 Week 5 Discussion (https://canvas.fsu.edu/courses/231497/assignments/1762296)	due by 11:59pm
Thu Feb 16, 2023	 Week 6 Discussion (https://canvas.fsu.edu/courses/231497/assignments/1762299)	due by 11:59pm
Thu Feb 23, 2023	 Week 7 Discussion (https://canvas.fsu.edu/courses/231497/assignments/1762301)	due by 11:59pm
Thu Mar 2, 2023	 Week 8 Discussion (https://canvas.fsu.edu/courses/231497/assignments/1762302)	due by 11:59pm
Thu Mar 9, 2023	 Week 9 Discussion (https://canvas.fsu.edu/courses/231497/assignments/1762300)	due by 11:59pm
Thu Mar 23, 2023	 Week 10 Discussion (https://canvas.fsu.edu/courses/231497/assignments/1762623)	due by 11:59pm
Thu Mar 30, 2023	 Week 11 Discussion (https://canvas.fsu.edu/courses/231497/assignments/1762628)	due by 11:59pm
Thu Apr 6, 2023	 Week 12 Discussion (https://canvas.fsu.edu/courses/231497/assignments/1765257)	due by 11:59pm
Thu Apr 13, 2023	 Week 13 Discussion (https://canvas.fsu.edu/courses/231497/assignments/1762304)	due by 11:59pm
Thu Apr 20, 2023	 Week 14 Discussion (https://canvas.fsu.edu/courses/231497/assignments/1765258)	due by 11:59pm
Thu Apr 27, 2023	 Internship Report (https://canvas.fsu.edu/courses/231497/assignments/1762307)	due by 11:59pm
Thu May 4, 2023	 Supervisor Letter of Evaluation (https://canvas.fsu.edu/courses/231497/assignments/1762308)	due by 11:59pm
	 Class Extra Credit for Completing Evaluations (https://canvas.fsu.edu/courses/231497/assignments/1917585)	

Date

Details

Due

 **Quiz: Four Reasons Feedback Matters Video**
(<https://canvas.fsu.edu/courses/231497/assignments/1917586>).
